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TO : Director of Training

DATE: 12 December 1957

FROM : Chairman, Language Development Committee

SUBJECT: November Report of the Committee for Language Development

1. The Committee for Language Development met on 21 November to discuss:

a. Policies Concerning Achievement Awards

b. Applications for Achievement Awards

c. Language Data Records (Form 444c) submitted to 31 October

d. Status of Proficiency Test Development

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2. Summary of the Meeting and a Record of Related Action During November

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a. Policies Concerning Achievement Awards

A restrictive interpretation of the Schedule of Awards in  to which the Committee agreed at its October meeting and on which it based its decisions in thirteen initial applications for achievement awards (ref. October report of the Committee), was reconsidered in view of a memorandum to the Chairman of the Committee on Language Development from the C/LAS. This memorandum presented the principles of the cumulative interpretation of the schedule of awards for achievement of language proficiency; that is, the total amount of awards paid for persons going from no knowledge of a language to high comprehensive knowledge would be the sum of the three amounts listed for that achievement in the schedule. This would mean, for example, that for this kind of progress from elementary to high comprehensive in a Group One language, a person would receive a total of \$700.00 and not \$400.00 as would be the case under the restrictive interpretation.

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57-TR-1-4283

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Members of the Committee decided that there was nothing in the regulatory issuances that directed this cumulative interpretation and that the policies that were adopted at the October meeting were more practical. They agreed, however, that the original intention of the Career Council in its acceptance of this program of awards should be investigated and reported at the next meeting.

The Registrar/TR was directed to defer processing the payment of awards that had already been approved by the Committee until a satisfactory interpretation could be determined.

b. Application for Achievement Awards

Sixteen applications for language awards were summarized by the Registrar/TR. All except one had received directed training. Of the four that were not awardable, one was an Army officer who had attained a high specialized proficiency in speaking Russian but was disqualified by virtue of his not being a member of the Agency's Career Staff.

c. Language Data Records (Form 444c)

Those submitted as of 31 October may be summarized as:

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persons submitted their self-evaluation form during October  
number of employees have reported to date  
man-languages are represented to date  
man-languages that are awardable have been reported to date  
employees have some language competency  
languages per man are represented  
languages are represented in which some proficiency is claimed  
languages, not on the awardable list, are represented

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\* Tahitian, with an employee's claiming elementary comprehensive, appeared on the roster for the first time.

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[ ] reported that a total of [ ] persons who are assigned to overseas positions have submitted Form 444c as of 30 September 1957 and called attention to the fact that the total [ ] previously reported by that office for the same period, was incorrect. He qualified this total of [ ] by saying that it is not known how many of these persons are actually in the field and how many are performing at headquarters.

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In his summary he listed the percentages, by operating component, of the number of persons who have returned Language Data Records in relation to the number of persons who are assigned to overseas positions. These are:

<u>Component</u>	<u>Percentage</u>	<u>Component</u>	<u>Percentage</u>
Audit	56.3	FE	49.3
Commo	36.2	NEA	58.7
ODD/P	31.	SE	65.2
FI	(Project)	SR	67.6
PP	(Project)	WE	72.5
TSS	74.5	WH	69.9
IO	37.5	OCR	100.
EE	76.6	[ ]	

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d. Proficiency Test Development

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[ ] reported on the status of the preparation of objective tests in 30 languages:

- 17 one or more objective parts have been received
- 4 one or more objective parts have been reported as having been completed
- 3 some work has been done
- 6 preparation has not begun

Of the remainder:

For Cambodian and Malay (Jawi), translation tests are available

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d. Proficiency Test Development (Con't)

For Amharic, Pashtu and Tibetan, translation tests will be prepared

For Albanian, Icelandic and Swahili\*, translation tests will have to be prepared by non-Agency linguists

There is no requirement for Nepali

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[ ] whose name was reported previously, in conjunction with the preparation of this test has not, as yet, been cleared for employment in the Agency.

Among the 17 tests that have been received are those in the "big six" languages - French, German, Italian, Polish, Russian, and Spanish.

During this reporting period, [ ] submitted a tentative schedule for testing those whose Language Data Records were submitted as of 30 June 1957, and on which intermediate or high levels of proficiency were indicated. He has been able to reserve the auditorium in the R & S Building for the periods 31 March to 11 April (10 days) and 12 to 16 May (5 days) to test approximately:

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425 persons in French (4 days)  
309 persons in German (3 days)  
308 persons in Spanish (3 days)  
143 persons in Russian (1 day)  
127 persons in Italian (1 day)

One testing session will be required to test approximately:

53 persons in Polish  
42 persons in Chinese  
39 persons in Portuguese  
31 persons in Japanese

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e. Off-duty Language Training

(1) During November, 31 off-duty classes in 10 languages continued with a total enrollment of 198.

For the purpose of comparison, it may be noted that in October, 37 off-duty classes in 11 languages were in session. The total enrollment was then 238. The difference is the result of 27 students' completing 6 courses and 13 students' discontinuing their language training.

Through November 26th, 103 applications for voluntary language courses have been received in the Registrar's office. New classes are scheduled to begin 6 January 1958. Eighty-three of these applications are for part one of the elementary course (identified as 101) and twenty have requested more advanced courses. Of the latter, nine are attending current sessions. Meanwhile, instructors have been encouraging students in present classes to register for the second 16-week semester.

One employee has requested Pashtu and has indicated that he may be able to encourage enough of others so that a class can be organized.

(2) 11 classes, 68 students, conducted before hours:

1 Chinese (101)	25 Sept - 10 Jan	7 students
1 Finnish (101)	4 Sept - 20 Dec	5 students
1 French (101)	4 Sept - 20 Dec	8 students
1 French (102)	23 Sept - 20 Dec	5 students
1 German (101)	4 Sept - 20 Dec	4 students
1 German (101)	4 Sept - 20 Dec	6 students
1 German (101)	4 Sept - 20 Dec	5 students
1 German (102)	16 Sept - 20 Dec	7 students
1 Italian (101)	4 Sept - 20 Dec	9 students
1 Russian (101)	4 Sept - 20 Dec	3 students
1 Spanish (101)	4 Sept - 20 Dec	9 students

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(3) 20 classes, 130 students, conducted after hours:

1 French (101)	4 Sept - 20 Dec	5 students
1 French (101)	4 Sept - 20 Dec	3 students
1 French (101)	4 Sept - 20 Dec	3 students
1 French (102)	9 Sept - 20 Dec	12 students
1 French (201)	9 Sept - 20 Dec	6 students
1 German (101)	4 Sept - 20 Dec	6 students
1 German (101)	4 Sept - 20 Dec	11 students
1 German (101)	4 Sept - 20 Dec	7 students
1 German (102)	16 Sept - 20 Dec	8 students
1 Italian (101)	11 Sept - 20 Dec	5 students
1 Japanese (101)	4 Sept - 20 Dec	5 students
1 Japanese (101)	4 Sept - 20 Dec	3 students
1 Polish (101)	4 Sept - 20 Dec	6 students
1 Portuguese (101)	9 Sept - 20 Dec	6 students
1 Russian (101)	4 Sept - 20 Dec	5 students
1 Russian (101)	4 Sept - 20 Dec	4 students
1 Russian (101)	25 Sept - 20 Dec	9 students
1 Russian (103)	4 Sept - 20 Dec	10 students
1 Spanish (101)	4 Sept - 20 Dec	8 students
1 Spanish (102)	9 Sept - 20 Dec	8 students

(4) 6 off-duty language courses in 3 languages for 27 students were completed during November:

2 Chinese (101)	8 July - 22 Nov	7 students
1 Persian (102)	29 July - 25 Nov	3 students
1 Russian (101)	22 July - 15 Nov	5 students
1 Russian (101)	29 July - 15 Nov	5 students
1 Russian (201)	29 July - 15 Nov	7 students

f. Status of Language Study Abroad

Deputy Registrar,  has reported that as of 30 November eight persons are studying languages under this program.

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g. December Meeting

The next monthly meeting of the Committee will be held at 2 p.m. on Thursday, 12 December.



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TENTATIVE SCHEDULE FOR PROFICIENCY TESTS  
FEBRUARY - JUNE '58

Tues 4 Feb	French	Thur 1 May	French
Thur 6 Feb	Italian	Tues 6 May	Greek
Tues 11 Feb	German	Thur 8 May	German
Thur 13 Feb	Polish	Tues 13 May	Polish
Tues 18 Feb	Spanish	Thur 15 May	Spanish
Thur 20 Feb	Norwegian, Romanian	Tues 20 May	Czech, Indonesian
Tues 25 Feb	Russian	Thur 22 May	Russian
Thur 27 Feb	Turkish	Tues 27 May	Danish, Hungarian
Tues 4 Mar	Portuguese	Thur 29 May	Portuguese
Thur 6 Mar	French	Tues 3 Jun	French
Tues 11 Mar	Swedish, Urdu	Thur 5 Jun	Italian
Thur 13 Mar	German	Tues 10 Jun	German
Tues 18 Mar	Japanese	Thur 12 Jun	Japanese
Thur 20 Mar	Spanish	Tues 17 Jun	Spanish
Tues 25 Mar	Chinese	Thur 19 Jun	Chinese
Thur 27 Mar	Russian	Tues 24 Jun	Russian
Tues 1 Apr	French	Thur 26 Jun	Serbo-Croatian
Thur 3 Apr	Italian		
Tues 8 Apr	German		
Thur 10 Apr	Arabic		
Tues 15 Apr	Spanish		
Thur 17 Apr	Bulgarian, Persian		
Tues 22 Apr	Russian		
Thur 24 Apr	Dutch, Korean		
Tues 29 Apr	Finnish, Hindi, Albanian		

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LISTING BY LANGUAGE

<u>Language</u>	<u>Number of times</u>	<u>Number to be tested</u>
French	5	2 - 300
German	5	1 - 200
Spanish	5	1 - 200
Russian	5	50 - 100
Italian	3	50 - 100
Chinese	2	25 - 50
Japanese	2	25 - 50
Polish	2	25 - 50
Portuguese	2	25 - 50

Once each

Albanian  
 Arabic  
 Bulgarian  
 Czech  
 Danish  
 Dutch  
 Finnish  
 Greek  
 Hindi  
 Hungarian  
 Indonesian  
 Korean  
 Norwegian  
 Persian  
 Romanian  
 Serbo-Croatian  
 Swedish  
 Turkish  
 Urdu

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